

U.S. Department of Labor

Employment and Training Administration  
230 South Dearborn Street  
Chicago, Illinois 60604

Reply to the Attention of:



DATE: March 16, 2000

REGION V WORKFORCE SYSTEM LETTER NO. 00-04

TO: REGION V WORKFORCE SYSTEM ADMINISTRATORS

FROM: BYRON ZUIDEMA  
Regional Administrator

SUBJECT: Strategic Planning Training Module for State and Local Boards

1. Purpose. To distribute a Strategic Planning Training Module to help State and Local Boards develop strategic plans that address broad community goals. This module contains a slide show with speaker notes, a facilitator's guide, and all handouts. All products may be modified and tailored to suit the specific area's needs.
2. References. Sections 112 and 118 of the Workforce Investment Act.
3. Background. Sections 112 and 118 of WIA require state and local five-year plans. Last fall, several States requested regional technical assistance and training funds to develop and deliver training to their State and Local Boards. The Regional Office worked with a team of staff from all six States to identify strategic planning as the most critical need. The team identified the scope and objectives of the project, then identified a contractor, Richard Hilton of the Washington Consulting Group, to develop the module. This module is a result of the joint efforts of the Regional Office staff and your State staff.
4. Action Required. States should ensure that their State and Local Boards are aware of this module and share copies as appropriate.
5. Inquiries. For questions about this training module or suggestions on how to use it, please call either of the following Regional Office staff: Stacy Davis at 312/886-7705 or Lisa Rosendale at 312/353-1937. State or local trainers may also contact Richard Hilton directly. The Department's contract with him includes approximately 15 hours of his time to help trainers or facilitators modify and/or prepare to deliver this package. Richard Hilton may be reached at 301/ 581-3337.
6. Attachments. Slide show with speaker notes, facilitator instructions, handouts and a disk containing electronic files (in Powerpoint and Microsoft Word).

cc: WIA State Liaisons